COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction describes responsibilities and procedures for the occurrence or indication of fire, natural disaster, severe weather, bomb threat, security incident, accident, injury, illness, total evacuation, toxic hazard, and other emergencies that may arise during launch and aeronautical operations. It establishes Emergency Procedures for operators within the Western Range Control Center (WRCC), the Remote Launch Control Center (RLCC), and the Launch Complexes. This instruction applies to all personnel manning operational positions during launch and aeronautical operations. For contractors, it applies only to the extent of their contracts. **Attachment 1** lists references and supporting information covered in this instruction. Send comments and suggestions for this instruction on AF Form 847, **Recommendation for Change of Publication**, through applicable channels, to the Standardization and Evaluations office (30OG/OGV) Building 7000, Rm 222, 816 13th Street, Vandenberg Air Force Base, California 93437-5231. Maintain and dispose of records created as a result of the processes described in this instruction in accordance with Air Force Manual (AFMAN) 37-123, **Management of Records**, and Air Force WebRIMS Records Disposition Schedule located at **https://webrims.amc.af.mi1/rds/index.cfm**.

Instructions contained in this document and the checklists referenced are designed to provide for the needs of mission ready personnel trained in operating the Western Range. This instruction provides the best possible guidance under most circumstances but cannot be used without sound professional judgement. Mission ready personnel must be knowledgeable of command policies regarding operations on the Western Range. Operators must exercise sound professional judgment at all times.

SUMMARY OF REVISIONS

This instruction now contains specific actions to take in response to emergency situations. Due to substantial changes in this revision, this instruction should be reviewed in its entirety. A bar (|) indicates a revision from the previous edition. Updated roles and responsibilities (paragraphs **1.3.-1.11.**); definition of requirements (paragraphs **2.-2.6.**); updated requirements for emergency procedures in the WRCC (paragraphs **3.-3.8.**); updated requirements for emergency procedures in the RLCC (paragraphs **4.-4.8.**); updated requirements for SLC-4 emergency procedures (paragraphs **5.-5.10.**).

1. Center Supervisor (CS) Responsibilities. The Center Supervisors are those persons identified for each operational center who are responsible for the implementation of Emergency Procedures. **Table 1.** identifies the personnel who will usually act as the CS for their areas of responsibility.

Table 1. Operations Centers and Designated Center Supervisors during launch operations

OPERATIONS CENTER	CENTER SUPERVISOR
WRCC Supervisor	ROC
Command Management Center (CMC) (including VIP Room)	SCMDR
Launch Operations Control Center (LOCC) (including TSR)	AFLD/ROC
Range Control Center (RCC)	ROC
Weather Control Center (WCC)	LWO
Area Control Center (ACC)	ACO
Range Instrumentation Control Center (RICC)	MCS
Mission Flight Control Center (MFCC)	SMFCO
Remote Launch Control Center (RLCC)	AFLC
SLC-4 Launch Operations Building (LOB) (Day of Launch)	AFLC
NOTE: The Air Force Launch Director (AFLD) is the CS for the LOCC for Titan missions. The Launch Agency will appoint an appropriately trained individual as the Center Supervisor for the LOCC during all other missions. Appropriate training must include actions for Western Range Emergency Procedures, appropriate checklists, and the ability to determine mission essential personnel within the LOCC.	

1.1. **Spacelift Commander (SCMDR).**

1.1.1. The SCMDR directs prioritization of personnel safety, public safety, and mission accomplishment.

1.1.2. During launch operations, the SCMDR performs duties as the CS and identifies mission-essential personnel manning in the CMC and the VIP Room.

1.2. **Operations Director (OD).**

1.2.1. During operations when the SCMDR is not present, the OD will assume responsibility as CS for the CMC and VIP Room.

1.3. **Range Operations Commander (ROC).**

1.3.1. The ROC is the WRCC Supervisor.

1.3.2. During launch operations, the ROC performs duties as the CS and identifies mission-essential personnel in the RCC.

1.4. **Range Control Officer (RCO).**

1.4.1. During launch operations when the ROC is not present, the RCO will assume responsibility as WRCC Center Supervisor and CS for the RCC. During launch operations not involving Titan missions when the ROC is not present, the RCO will also perform duties as the CS for the LOCC.

1.5. **Air Force Launch Director (AFLD).**

1.5.1. During Titan launch operations, the AFLD performs duties as the CS and identifies mission-essential personnel manning in the LOCC.

1.5.2. AFLD will notify WRCC Supervisor of all emergency reactions being performed by the launch agency.

1.5.3. The AFLD will coordinate data collection measures for all LOCC console positions in the event of a Launch Vehicle Mishap.

1.6. **Launch Weather Officer (LWO).**

1.6.1. During launch operations, the LWO performs duties as the CS and identifies mission-essential personnel in the WCC.

1.7. **Aerospace Control Officer/Aeronautical Operations Control Officer (ACO/AOCO).**

1.7.1. During launch operations, the ACO performs duties as the CS and identifies mission-essential personnel in the ACC.

1.7.2. During launch operations when the ROC, RCO, SMFCO/MFCO are not present, the ACO will assume responsibility as the WRCC Supervisor. During aeronautical operations, the AOCO will assume responsibility as the WRCC Supervisor.

1.8. **Mission Control Supervisor (MCS).**

1.8.1. During launch and aeronautical operations, the MCS performs duties as the CS and identifies mission-essential personnel in the RICC to the extent of the existing contract.

1.9. **Senior Mission Flight Control Officer (SMFCO).**

1.9.1. During launch operations, the SMFCO performs duties as the CS and identifies mission-essential personnel in the MFCC.

1.9.2. During launch operations when the ROC and RCO are not present, the SMFCO will assume responsibility as the WRCC Supervisor.

1.10. **Mission Flight Control Officer (MFCO).**

1.10.1. During launch operations when the SMFCO is not present, the MFCO will assume responsibility as the CS for the MFCC.

1.10.2. During launch operations when the ROC, RCO, and SMFCO are not present, the MFCO will assume responsibility as the WRCC Supervisor.

1.11. **Launch Agency Center Supervisor.**

1.11.1. During 2 SLS launch operations, the Air Force Launch Controller (AFLC) is the CS and identifies mission-essential personnel for the following launch agency work centers as applicable: Remote Launch Control Center (RLCC) and Space Launch Complex-4 (SLC-4).1.11.2. AFLC will notify the AFLD of all emergency reactions initiated at launch agency work centers.

1.11.2. AFLC will notify the AFLD of all emergency reactions initiated at launch agency work centers.

2. Common Emergency Procedure Elements. The Emergency Checklists are designed to be initiated and completed by the Center Supervisor at each operations center. The CS may delegate checklist steps to others as required but may not delegate responsibility for all emergency actions. The WRCC Supervisor is responsible for overall checklist accomplishment, emergency response reaction, impact assessment, and checklist termination in the WRCC.

2.1. **Priorities.** Responses to emergencies are made using the following prioritization: ensure personnel safety; ensure mission accomplishment; resource protection; notify required agencies of status; monitor status and assist emergency response personnel; terminate events; log actions.

2.2. **Status Monitoring.** Center Supervisors must maintain situational awareness with respect to the emergency in progress, particularly with respect to its impact on the operation. Designate persons to escort and direct emergency response personnel. Brief response forces concerning hazards and facility peculiarities.

2.3. **Checklist Numbering.** Western Range emergency checklists will be numbered IAW AFPSCI10-1202_14AFSUP1 *Crew Force Management,* **Paragraph 10.3.2.6.1**. Western Range emergency checklists may include a suffix in the format #-#X (i.e. 1-1R), where the suffix X represents the following: W—WRCC; R—RLCC; T—SLC-4; L—2 SLS Common (RLCC and SLC-4).

2.4. **Emergency Calls.** Emergency calls include calls made to 9-1-1, Security Forces or the Fire Department. The individual encountering the situation is responsible for notifying the proper agency. If the CS is notified of the situation and the emergency call has not been made, the CS has the responsibility to notify the proper agency. When placing the call, give specific information to the operator to include the building and room number. Do not report acronyms or room names, particularly when reporting the location of the emergency, as possible confusion may delay the response. Security Forces Control Center (SFCC) and the Fire Department monitor these transmissions and will respond appropriately. The following information must be provided to the operator if known/applicable:

2.4.1. Emergency location (building/room number).

2.4.2. Nature of emergency.

2.4.3. Name and rank of person reporting the situation.

2.4.4. Telephone number from which you are calling.

2.5. **Facility Search and Secure.** A cursory search is performed to locate suspicious objects or unidentified/unauthorized persons, secure controlled entrances and physically ensure all work center doors are secure. Suspicious objects should never be touched or moved. Lights should not be turned on or off and cabinet doors or drawers should not be opened during the cursory search. An unidentified/unauthorized person will be challenged to determine their reason for being in the center, but should not be physically restrained by anyone other than security personnel. If there is an obvious or perceived threat to personal safety, personnel will not challenge or direct others to challenge unidentified/unauthorized personnel. Subsequent searches are not necessary if the initial search and secure is performed correctly and positive control of the area has been maintained (i.e. no entrance/exit of any personnel, packages, etc.). During duress situations in the work center or adjacent work centers; do not perform search and secure actions for a security alert or change in FPCON. If a bomb threat is received and there is a duress situation in a work center or adjacent work center, search and secure actions will be accomplished.

2.6. **Notifications.** Notifications for event initiation and event termination will be made to all launch team members including Air Force and contractor personnel with a need to know as determined by the applicable Center Supervisor. The launch team consists of all personnel in the operational centers, including mission ready and non-mission ready positions. Contractor teams are the contractor counterparts to mission ready crews, including the booster, spacecraft, and support contractors.

2.7. **Events Log.** The purpose the event log is to aid the crewmember in reconstruction of events during any subsequent investigation. Crewmembers should attempt to keep as accurate a log as possible. However, logging does not take priority over other emergency or mission critical actions.

3. WRCC Emergency Procedures. WRCC Emergency Procedures include: bomb threats; fire; severe weather; natural disasters; security incidents; accidents, injuries or illnesses; evacuations; and toxic hazards at the Building 7000 complex or a Vandenberg AFB launch critical resource not currently processing established Western Range Emergency Procedures outlined in this instruction. Emergency procedures do not need to be accomplished for the RLCC or SLC-4 if they are being accomplished by the appropriate agency/unit. The only exceptions to this are Severe Weather/Natural Disasters and Toxic Hazard situations. During launch operations, the Emergency Net is the primary means of reporting an emergency throughout the WRCC. The RCO, ROC, ACO, LWO, SMFCO, MFCO, MCS, OD, SCMDR, and the AFLD/Launch Agency are connected to this net. The 30 SW Vandenberg Command Post (30 SW/CP) and Launch Battle Staff (LBS) have monitor-only capability of this net. To report an emergency, depress the console key and the net will ring all other agencies. Personnel will answer the net with their position and not wait to be polled. The ROC will verify all Center Supervisors are on the net and direct the initiator to report their status. The initiating caller will then give a brief description of the situation. When completed, the WRCC Supervisor will direct implementation of the appropriate checklist. Initial emergency response actions should not be delayed to notify the WRCC Center Supervisor. These checklists are to be used by all CSs and will be available during all operations conducted in the WRCC. 30OG/OGV is the OPR for WRCC Emergency Checklists. **Table 2.** shows the checklists used in the WRCC.

Table 2. – WRCC Emergency Procedures

Checklist Number	Title
3-1W	WRCC Bomb Threat
3-2W	WRCC Security Alert
3-3W	WRCC FPCON Change
5-1W	WRCC Severe Weather/Natural Disaster
6-1W	WRCC Fire/Fire Indication
7-1W	WRCC Accident/Injury/Illness
18-1W	WRCC Total Evacuation
20-1W	WRCC Toxic Hazard

3.1. **WRCC Bomb Threat (Checklist 3-1W).** For a bomb threat or if notified of a bomb threat by an external agency against Building 7000 complex or a Vandenberg AFB launch critical resource not currently processing established Western Range Emergency Procedures outlined in this instruction, perform the following procedures.

3.1.1. Entering Arguments. Receipt of a bomb threat via any method should prompt initiation of the Bomb Threat checklist.

3.1.2. Procedure. Upon receipt of a bomb threat as described above, the following actions will be accomplished:

3.1.2.1. If the threat is received by phone, let the caller finish without interruption. Attempt to keep the caller on the line if possible. Do not hang up the line on which the call was received. This may expedite tracing efforts. Ask and record all information referring to AF Form 440, **Bomb Threat**.

3.1.2.2. CS will notify Security Forces at 606-3911, provide AF Form 440 information, and request a trace of the dial line the call was received on, if not previously accomplished.

3.1.2.3. Pass threat location and specific threat information to the Center Supervisors via the Emergency Net.

3.1.2.4. The WRCC Supervisor will utilize the Public Address (PA) system to direct an evacuation of non-essential personnel in the WRCC and direct all remaining personnel to search and secure their work areas. The PA announcement should include any appropriate safety directions and the location of the assembly area.

3.1.2.5. Direct evacuation of all non-essential personnel from control centers.

3.1.2.6. CSs will perform a cursory search and secure of operational center(s) and report anything unusual to the WRCC Supervisor.

3.1.2.7. The WRCC Supervisor will direct Entry Control to verify the WRCC is secured for any threat to the building 7000 complex. Entry Control will ensure SFS personnel are allowed access to the WRCC or applicable areas in 7000 complex to search area. SFS personnel should be accompanied by owner/user personnel, unless a possible explosive device was found. If a bomb/suspicious object is found or explodes at anytime, immediately initiate total evacuation procedures in accordance with Checklist 18-1W, WRCC Total Evacuation. Responding Security Forces personnel will contact the WRCC Supervisor to verify the area is clear.

3.1.2.8. Determine mission impacts to the operation.

3.1.2.9. WRCC Supervisor will request status of the above actions and any determined impacts from the CSs.

3.1.3. Termination. The On-Scene Commander is the only authority for determining when the "all-clear" is to be given. Accomplish the following actions after the "all-clear" is given:

3.1.3.1. Coordinate return to normal operations with key operational interfaces.

3.1.3.2. As required, coordinate with the WRCC Supervisor for countdown pick-up or scrub. AOCO will coordinate the reschedule of aeronautical operations as required.

3.2. **WRCC Security Alert (Checklist 3-2W).** When notified of a security incident in progress or one that has taken place at Building 7000 complex or a Vandenberg AFB launch critical resource not currently processing established Western Range Emergency Procedures outlined in this instruction, perform the following procedures.

3.2.1. Entering Arguments. A security incident includes, but is not limited to: unauthorized personnel entering or attempting entry into the Building 7000 complex or at a launch critical

resource, discovering persons with fake or altered badges, duress (active or passive), Helping Hand or Covered Wagon declaration.

3.2.2. Procedure. Upon determining a security alert as described above has occurred, the following actions will be accomplished:

3.2.2.1. CSs will notify Security Forces at 606-3911 for security alerts excluding duress situations, specifically Helping Hands and Covered Wagons. CSs will notify 606-7777 for duress situations, if not previously accomplished.

3.2.2.2. Pass pertinent information to the WRCC Supervisor via the Emergency Net unless a duress situation exists within any center in the WRCC. For a duress situation in the WRCC, notify the WRCC Supervisor in a manner that will not alert the individual under duress or the individual causing the duress.

3.2.2.3. The WRCC Supervisor will advise personnel of the security incident and provide instruction to all work areas via PA announcement, except when a duress situation exists within the WRCC.

3.2.2.4. CSs will perform a cursory search and secure of operational center(s), unless a duress situation exist in your center, and report anything unusual to the WRCC Supervisor.

3.2.2.5. The WRCC Supervisor will ensure SFS personnel are allowed access to the WRCC or applicable areas in 7000 complex to search the WRCC and any other applicable area for threats received to the building 7000 complex. SFS personnel will be accompanied by owner/ user personnel. Responding Security Forces personnel will contact the WRCC Supervisor to report the area is clear.

3.2.2.6. Determine mission impacts to the operation.

3.2.2.7. WRCC Supervisor will request status of the above actions and any determined impacts from the CSs.

3.2.3. Termination. The senior on-duty Security Forces member terminates Helping Hands, the 30 SW/CC terminates Covered Wagons, and the designated On-Scene Commander terminates security situations. Accomplish the following actions after termination:

3.2.3.1. Coordinate return to normal operations with key operational interfaces.

3.2.3.2. As required, coordinate with the WRCC Supervisor for countdown pick-up or scrub. AOCO will coordinate the reschedule of aeronautical operations as required.

3.3. **WRCC FPCON Change (Checklist 3-3W).** When notified of a change in FPCON perform the following procedures. If the FPCON change is a result of a security incident, accomplish WRCC Security Alert Checklist 3-2W.

3.3.1. Entering Arguments. An upgrade or downgrade in FPCON status affecting Vandenberg AFB.

3.3.2. Procedure. Upon receiving notification of a FPCON change, the following actions will be accomplished.

3.3.3. Pass all pertinent information to the WRCC Supervisor via the Emergency Net, unless a duress situation exists within any center in the WRCC. For a duress situation in the WRCC see checklist 3-2W.

3.3.4. The WRCC Supervisor will advise personnel of the FPCON change via the PA announcement, except when a duress situation exists within the WRCC.

3.3.5. CSs will perform a cursory search and secure of operational center(s), unless a duress situation exists in your center, and report anything unusual to WRCC Supervisor. Search and secure is not necessary for FPCON downgrade.

3.3.6. Determine mission impacts to the operation.

3.3.7. WRCC Supervisor will request status of the above actions and any determined impacts from the CSs.

3.3.8. Termination. Upon receipt of FPCON NORMAL issued by 30SW Command Post accomplish the following actions.

3.3.9. Coordinate return to normal operations with key operational interfaces.

3.4. **WRCC Natural Disaster/Severe Weather (Checklist 5-1W).** In the event of a natural disaster or severe weather, or notification from a responsible agency (e.g., 30SW/CP, 30WS, etc.) of impending disaster/severe weather for a Vandenberg AFB launch critical resource, perform the following procedures. If the disaster results in other emergency situations, proceed immediately to the appropriate checklist. Evacuation procedures will normally take precedence over weather conditions; however, do not evacuate personnel outdoors if this places personnel in greater jeopardy (e.g., tornado, hail storm, etc.). The LWO will determine if exiting the building places personnel in greater danger due to severe weather.

3.4.1. Entering Arguments. The Natural Disaster/Severe Weather checklist is used upon notification of a pending disaster or a Weather Watch/Warning affecting operations or in the event of a natural disaster.

3.4.2. Procedure. Upon determining a natural disaster/severe weather situation as described above has occurred, the following actions will be accomplished:

3.4.2.1. Pass all pertinent information to the WRCC Supervisor via the Emergency Net.

3.4.2.2. All WRCC personnel will remain indoors and seek shelter until the event is over or evacuate at the discretion of the LWO/WRCC Supervisor. For earthquakes, seek shelter is defined as taking cover under a desk, console, table or in a door frame and to stay away from windows or any objects that can topple over.

3.4.2.3. The WRCC Supervisor will direct implementation of Operations Directive (OD) 9900, Range Emergency Actions.

3.4.2.4. Determine mission impacts to the operation.

3.4.2.5. WRCC Supervisor will request status of the above actions and any determined impacts from the CSs.

3.4.3. Termination. For a natural disaster, the designated On-Scene Commander decides when the disaster is terminated. Cancellation of Weather Watches/Warnings will come from the Duty Forecaster or the LWO, if on console. For severe weather, the LWO can issue the "all clear." Accomplish the following actions after the "all clear" is given:

3.4.3.1. Coordinate return to normal operations with key operational interfaces.

3.4.3.2. As required, coordinate with the WRCC Supervisor for countdown pick-up or scrub. AOCO will coordinate the reschedule of aeronautical operations as required.

3.5. **WRCC Fire/Fire Indication (Checklist 6-1W).** For a fire indication at Building 7000 complex or a Vandenberg AFB launch critical resource not currently processing established Western Range Emergency Procedures outlined in this instruction, perform the following procedures. Only the Fire Department can determine if an alarm is false.

3.5.1. Entering Arguments. A fire indication is an audible or visual alarm, smoke, flames, sparks, extreme heat, notification of a fire, etc.

3.5.2. Procedure. Upon receiving a fire indication as described above, the following actions will be accomplished:

3.5.2.1. If strobe lights are flashing in the WRCC, the WRCC Supervisor will contact Entry Control to determine exact fire location.

3.5.2.2. CS will notify 9-1-1 for fire or fire indications, if not previously accomplished.

3.5.2.3. Pass all pertinent information to the WRCC Supervisor via the Emergency Net. Each Center Supervisor will notify the WRCC Supervisor, when polled, of fires or fire indications in their respective area(s).

3.5.2.4. If a fire is found and is controllable, on scene personnel will attempt to control the fire, if possible. The personnel who locate a fire will determine its status. A controllable fire is one where personnel safety is not in jeopardy and the fire can be put out with available fire fighting equipment (e.g. a fire extinguisher). For all determination and control actions, do not direct personnel into an area that would endanger life.

3.5.2.5. If the fire is in the Building 7000 complex, the WRCC Supervisor will direct evacuation of non-essential personnel, via PA announcement. The announcement should include any appropriate safety directions and the location of the assembly area.

3.5.2.6. The WRCC Supervisor will direct implementation of OD 9900 if the fire is at a site other than the building 7000 complex.

3.5.2.7. Determine mission impacts to the operation.

3.5.2.8. WRCC Supervisor will request status of the above actions and any determined impacts from the CSs.

3.5.3. Termination. The designated On-Scene Commander, usually the responding Fire Chief, determines when the fire situation is terminated. Accomplish the following actions after the "all clear" is given:

3.5.3.1. Coordinate return to normal operations with key operational interfaces.

3.5.3.2. As required, coordinate with the WRCC Supervisor for countdown pick-up or scrub. AOCO will coordinate the reschedule of aeronautical operations as required.

3.6. **WRCC Accident/Injury/Illness (Checklist 7-1W).** For an accident/injury/illness at Building 7000 complex or a Vandenberg AFB launch critical resource not currently processing established Western Range Emergency Procedures outlined in this instruction, perform the following procedures.

3.6.1. Entering Arguments. An accident is an incident involving any personnel (government, civilian, or contractor), which results in any degree of impairment to the subject personnel. An injury or illness is an incident that requires medical attention. When notified of an accident/injury/illness, take appropriate actions to ensure any individuals are removed from further harm. Do not direct personnel to perform any actions that might further endanger human life.

3.6.2. Procedure. Upon receiving notifications of an accident/injury/illness as described above, the following actions will be accomplished:

3.6.2.1. Direct administering of first aid if not already in progress. If no one can be found to administer first aid, the WRCC Supervisor will make a PA announcement to direct qualified individuals to the scene.

3.6.2.2. CS will notify 9-1-1 for accident/illness/injury situations, if not previously accomplished. The 9-1-1 operator will determine if a response is required.

3.6.2.3. Pass all pertinent information to the WRCC Supervisor via the Emergency Net.

3.6.2.4. Notify Entry Control to escort medical personnel to the ill/injured individual.

3.6.2.5. For any accident or injury that does not require a 9-1-1 response but still requires medical attention, provide an escort for the injured party to medical care. The escort must remain with the individual until medical personnel assume responsibility.

3.6.2.6. Determine mission impacts to the operation.

3.6.2.7. WRCC Supervisor will request status of the above actions and any determined impacts from the CSs.

3.7. **WRCC Total Evacuation (Checklist 18-1W).** When total evacuation of the WRCC is required, perform the following procedures. These actions vacate the WRCC immediately and provide for response agency notifications from a safe location.

3.7.1. Entering Arguments. A total evacuation is required any time personnel safety is in jeopardy. For example, a bomb/suspicious object is found or explodes, toxic fumes, structural damage to the Building 7000 complex, an undetermined location of a fire alarm, activation of building sprinkler system, or an uncontrollable fire.

3.7.2. Procedure. Upon receiving total evacuation indications as described above, the following actions will be accomplished:

3.7.2.1. Pass all pertinent information to the WRCC Supervisor via the Emergency Net.

3.7.2.2. The WRCC Supervisor will direct the total evacuation of the WRCC, via PA announcement. The announcement should include any appropriate safety directions and the location of the assembly area.

3.7.2.3. The SMFCO will ensure all flight safety systems are placed in a safe configuration prior to evacuating the Mission Flight Control Center. During flight, the SMFCO will direct actions consistent with the applicable mission rules.

3.7.2.4. Prior to T-0: The RCO, MFCO and ROC will depress the RED Status and Alert (S&A) lights.

3.7.2.5. The WRCC Supervisor will announce the WRCC evacuation over the primary countdown net(s). The MFCO will announce the evacuation over the MFCO Safety Net. The RCO will hold the countdown clock.

3.7.2.6. Ensure the fire alarm is activated, if not previously accomplished.

3.7.2.7. From a safe location, the WRCC Supervisor will notify 9-1-1, if not previously accomplished.

3.7.2.8. Account for personnel, determine mission impact with key operational interfaces and report status to the WRCC Supervisor at the assembly area.

3.7.3. Termination. The designated On-Scene Commander decides when the hazardous condition no longer exists and the evacuation is terminated. Accomplish the following actions after the "all clear" is given:

3.7.3.1. Coordinate return to normal operations with key operational interfaces.

3.7.3.2. As required, coordinate with the WRCC Supervisor for countdown pick-up or scrub. AOCO will coordinate the reschedule of aeronautical operations as required.

3.8. **WRCC Toxic Hazard (Checklist 20-1W).** For a toxic hazard incident taking place on the Western Range perform the following procedures. Procedures outlined in this instruction implement critical portions of 30SWI 91-106, *Toxic Hazard Assessments,* and EWR 127-1, *Range Safety Requirements*, and are in addition to the launch agency's normal toxic hazard response actions as documented in Missile System Pre-launch Safety Package (MSPSP), Launch Complex Safety Plan, Facility Safety Plan, and Ground Operations Plan.

3.8.1. Entering Arguments. Use this checklist if an unplanned toxic spill occurs during operations to include unknown substances or potentially dangerous quantities of non-toxic substances, or upon notification from a reliable agency (e.g. 30SW/CP, Safety, etc.) of a pending chemical hazard. 30SW personnel will follow the procedures outlined in EWR 127-1, and 30 SWI 91-106. Except during launch operations, the 30SW/CP will provide notification on a 24-hour basis to affected oil platforms and trains that a toxic spill has occurred. This includes updates and termination notifications.

3.8.2. Procedure. Upon receiving toxic hazard indications as described above, the following actions will be accomplished:

3.8.2.1. Pass all pertinent information to the WRCC Supervisor via the Emergency Net.

3.8.2.2. Except for a planned release, the LWO will coordinate with the Range/Duty Forecaster for Operational Hazard Zone (OHZ) information and updates and will provide information via the Emergency Net every 15 minutes, unless otherwise directed.

3.8.2.3. The Aerospace Control Officer (ACO) will ensure ocean-going vessels and aerial assets are advised to stay clear of the OHZ. During aeronautical operations, the Aerospace Operations Control Officer (AOCO) will ensure aerial assets are advised. The ACO will advise trains and affected oil platforms of the type of toxic hazard and other pertinent information. The ACO will provide a status update to the WRCC Supervisor and MFCO.

3.8.2.4. The WRCC Supervisor will direct implementation of OD 9900. The WRCC Supervisor will also notify 30SW/CP.

3.8.2.5. For spills at launch agency facilities, the Operations Safety Manager (OSM), and the launch agency will coordinate affected site OHZ clearance actions and/or evacuations. The OSM will notify the MFCO of actions taken.

3.8.2.6. The ACO will notify the Launch Support Team (LST) of toxic information.

3.8.2.7. Determine mission impacts to the operation.

3.8.2.8. WRCC Supervisor will request status of the above actions and any determined impacts from the CSs.

3.8.2.9. Personnel will monitor hazard procedures. The ACO or AOCO must ensure aerial assets remain clear of affected area until the airspace clearance responsibilities are assumed by Base Operations.

3.8.2.10. The WRCC Supervisor will pass and receive status updates to and from the launch agency and Safety and coordinate on any hold or scrub points should the situation dictate. As required, other agencies will be notified of the situation (e.g. support ranges, Launch Correlation Unit, etc.).

3.8.3. Termination. The designated On-Scene Commander decides when the hazardous condition no longer exists. Accomplish the following actions after the "all clear" is given:

3.8.3.1. The ACO will ensure ocean-going vessels, trains, oil platforms, and aerial assets are notified to resume normal operations. During aeronautical operations, the AOCO will ensure aerial assets are notified.

3.8.3.2. Coordinate return to normal operations with key operational interfaces.

3.8.3.3. As required, coordinate with the WRCC Supervisor for countdown pick-up or scrub. AOCO will coordinate the reschedule of aeronautical operations as required.

4. RLCC Emergency Procedures. RLCC procedures include: bomb threats; fire; severe weather; natural disasters; security incidents; accidents, injuries, or illnesses; and evacuations in the RLCC (Bldg 8510). The checklists are to be used by all AFLCs operating out of the RLCC and will be available during all launch operations conducted in the RLCC. 30OG/OGV is the OPR for RLCC Emergency Checklists. **Table 3.** shows RLCC emergency checklists.

Table 3. – RLCC Emergency Procedures

Checklist Number	Title
3-1R	RLCC Bomb Threat
3-2L	Security Alert
3-3L	FPCON Change
5-1R	RLCC Natural Disaster
6-1R	RLCC Fire/Fire Indication
7-1R	RLCC Accident/Injury/Illness
18-1R	RLCC Total Evacuation

Checklist Number	Title
19-1L	Launch Vehicle Mishap

4.1. **RLCC Bomb Threat (Checklist 3-1R).** For a bomb threat or if notified of a bomb threat by an external agency against Building 8510, perform the following procedures.

  4.1.1. Entering Arguments. Receipt of a Bomb Threat via any method should prompt initiation of the bomb threat checklist.

  4.1.2. Procedure. Upon receipt of a bomb threat as described above, the following actions will be accomplished:

    4.1.2.1. If the threat is received by phone, let the caller finish without interruption. Attempt to keep the caller on the line if possible. If possible, do not hang up the line on which the call was received. This may expedite tracing efforts. Ask and record all information referring to AF Form 440, **Bomb Threat**.

    4.1.2.2. CS will notify 606-3911, provide AF Form 440 information, and request a trace of the dial line the call was received on.

    4.1.2.3. Direct all non-essential personnel to evacuate the RLCC, via PA, avoiding the hazard if known. The announcement should include any appropriate safety directions and the location of the assembly area.

    4.1.2.4. Determine the evacuation intentions of the launch team, including appropriate contractors.

    4.1.2.5. Proceeding. If the launch team decides to proceed with the count, the following actions will be accomplished:

      4.1.2.5.1. Perform a cursory search and secure of the operational center accordance with **Paragraph 2.5.**.

      4.1.2.5.2. Determine mission impacts to the operation.

    4.1.2.6. Evacuation. If the launch team decides to evacuate, or if a bomb/suspicious object is found or explodes at anytime, immediately initiate total evacuation procedures in accordance with Checklist 18-1R, RLCC Total Evacuation.

  4.1.3. Termination. The On-Scene Commander is the only authority for determining when the "all-clear" is to be given. Accomplish the following actions after the "all-clear" is given:

    4.1.3.1. Determine and provide mission impact to the launch team.

    4.1.3.2. As required, coordinate with the launch team for countdown pick-up or scrub.

4.2. **Security Alert (Checklist 3-2L).** When notified of a security incident in progress or one that has taken place at the RLCC or SLC-4, perform the following procedures.

  4.2.1. Entering Arguments. A security incident includes, but is not limited to: unauthorized personnel entering or attempting entry to a secure area, discovering persons with fake or altered badges, duress (active or passive), Helping Hand or Covered Wagon declaration.

4.2.2. Procedure. Upon determining a security alert has occurred, the following actions will be accomplished:

4.2.2.1. Notify Security Forces at 606-3911 for security alerts excluding duress situations, specifically Helping Hands, and Covered Wagons. Notify 606-7777 for duress situations, if not previously accomplished.

4.2.2.2. Perform a cursory search and secure of the work center, unless a duress situation exists within the work center.

4.2.2.3. Determine mission impacts to the operation.

4.2.3. Termination. The senior on-duty Security Forces member terminates Helping Hands, the 30SW/CC terminates Covered Wagons, and the designated On-Scene Commander terminates security situations. Accomplish the following actions after termination:

4.2.3.1. Determine and provide mission impact to the launch team.

4.3. **FPCON Change (Checklist 3-3L).** When notified of a change in FPCON perform the following procedures. If the FPCON change is a result of a security incident, accomplish the Security Alert Checklist 3-2L.

4.3.1. Entering Arguments. A change in FPCON status affecting Vandenberg AFB.

4.3.2. Procedure. Upon receiving notification of a FPCON change, the following actions will be accomplished.

4.3.3. Perform a cursory search and secure of operational center, unless a duress situation exists in your center. Search and secure is not necessary for FPCON downgrade.

4.3.4. Determine mission impacts to the operation in a manner that will not alert the individual under duress or the individual causing duress.

4.3.5. Termination. Upon receipt of FPCON NORMAL issued by 30SW/CP or Launch Director accomplish the following actions.

4.3.6. Determine and provide mission impacts to the launch team.

4.4. **RLCC Natural Disaster/Severe Weather (Checklist 5-1R).** In the event of a natural disaster or severe weather, or notification from a responsible agency (e.g., 30SW/CP, 30WS, etc.) of an impending disaster for Building 8510, perform the following procedures. Situations affecting the RLCC will typically affect the Space Launch Complex (SLC). If the disaster results in other emergency situations, proceed immediately to the appropriate checklist. Evacuation procedures will normally take precedent over weather conditions; however, do not evacuate personnel outdoors if this places personnel in greater jeopardy (e.g., tornado, hail storm, etc.). The LWO will determine if exiting the building places personnel in greater danger due to severe weather.

4.4.1. Entering Arguments. The Natural Disaster/Severe Weather checklist is used upon notification of a pending disaster or a weather watch/warning affecting operations or in the event of a natural disaster.

4.4.2. Procedure. Upon determining a natural disaster/severe weather situation as described above has occurred, the following actions will be accomplished:

4.4.2.1. The launch team will remain indoors and seek shelter until the event is over or evacuate at the discretion of the Center Supervisor. For earthquakes, seek shelter is defined as taking cover under a desk, console, table or in a door frame and to stay away from windows or any objects that can topple over.

4.4.2.2. Check for immediate hazards and injuries.

4.4.2.3. If commercial power is not reliable, direct switching the RLCC to generator power.

4.4.2.4. If the situation affects the SLC, implement the appropriate SLC Natural Disaster/Severe Weather Checklist.

4.4.2.5. Determine mission impacts to the operation.

4.4.3. Termination. For a natural disaster, the designated On-Scene Commander decides when the disaster is terminated. Cancellation of Weather Watches/Warnings/Advisories will come from the Duty Forecaster or the LWO, if on console. For severe weather, the LWO can issue the "all clear". Accomplish the following actions after the "all clear" is given:

4.4.3.1. Determine and provide mission impact to the launch team.

4.5. **RLCC Fire/Fire Indication (Checklist 6-1R).** For a fire alarm or fire indication in Building 8510, perform the following procedures. If a fire becomes uncontrollable or life threatening, as determined by on-site personnel, immediately evacuate the affected area. Only the Fire Department can determine if an alarm is false.

4.5.1. Entering Arguments. A fire indication is an audible or visual alarm, smoke, flames, sparks, extreme heat, notification of a fire, etc.

4.5.2. Procedure. Upon receiving a fire indication as described above, the following actions will be accomplished:

4.5.2.1. If a fire is found and is controllable, on-scene personnel will attempt to control the fire, if possible. The personnel who locates a fire will determine its status. A controllable fire is one where personnel safety is not in jeopardy and the fire can be put out with available fire fighting equipment (e.g. a fire extinguisher). For all determination and control actions, do not direct personnel into an area that would endanger life.

4.5.2.2. Notify 9-1-1, if not previously accomplished.

4.5.2.3. Direct evacuation of non-essential personnel via PA announcement. The announcement should include any appropriate safety directions and the location of the assembly area.

4.5.2.4. Determine mission impacts to the operation.

4.5.3. Termination. The On-Scene Commander, usually the responding Fire Chief, determines when the fire situation is terminated. Accomplish the following actions after the "all clear" is given:

4.5.3.1. Determine and provide mission impact to the launch team.

4.5.3.2. As required, coordinate with the launch team for countdown pick-up or scrub.

4.6. **RLCC Accident/Injury/Illness (Checklist 7-1R).** For an accident/injury/illness in Building 8510, perform the following procedures.

4.6.1. Entering Arguments. An accident is an incident involving any personnel (government, civilian, or contractor), which results in any degree of impairment to the subject personnel. An injury or illness is an incident that requires medical attention. When notified of an accident, injury, or illness, take appropriate actions to ensure any individuals are removed from further harm. Do not direct personnel to perform any actions that might further endanger human life.

4.6.2. Procedure. Upon receiving notification of an accident/injury/illness as described above, the following actions will be accomplished:

4.6.2.1. Direct administering of first aid, if not already in progress. If no one can be found to administer first aid, the Center Supervisor will make a PA announcement to direct qualified individuals to the scene.

4.6.2.2. Notify 9-1-1 for accident/illness/injury situations, if not previously accomplished.

4.6.2.3. For any accident or injury that does not require a 9-1-1 response but still requires medical attention, provide an escort for the injured party to medical care. The escort must remain with the individual until medical personnel assume responsibility.

4.6.2.4. Determine mission impacts to the operation.

4.7. **RLCC Total Evacuation (Checklist 18-1R).** When total evacuation of Building 8510 is required, perform the following procedures. These actions evacuate the RLCC immediately and provide for response agency notifications from a safe location.

4.7.1. Entering Arguments. A total evacuation is required any time personnel safety is in jeopardy. For example, a bomb/suspicious object is found or explodes, structural damage occurs to the RLCC, an undetermined location of a fire alarm, activation of building sprinkler system or there is an uncontrollable fire.

4.7.2. Procedure. Upon receiving total evacuation indications as described above, the following actions will be accomplished:

4.7.2.1. Direct safing of booster and satellite systems.

4.7.2.2. Direct the total evacuation of the RLCC via PA announcement. The announcement should include any appropriate safety directions, hazards to avoid if known, and the location of the assembly area.

4.7.2.3. Center Supervisor will announce on the Primary Countdown Net the evacuation on their center and hand over pad control to appropriate launch agency personnel.

4.7.2.4. Ensure the fire alarm is activated, if not previously accomplished.

4.7.2.5. From a safe location, notify 9-1-1, if not previously accomplished.

4.7.2.6. Account for evacuated personnel at the assembly area.

4.7.2.7. Determine mission impacts to the operation.

4.7.3. Termination. The designated On-Scene Commander decides when the hazardous condition no longer exists and the evacuation is terminated. Accomplish the following actions after the "all clear" is given:

4.7.3.1. Determine and provide mission impact to the launch team.

4.7.3.2. As required, coordinate with the launch team for countdown pick-up or scrub.

4.8. **Launch Vehicle Mishap (Checklist 19-1L).** For mishaps involving the launch vehicle, resulting in its destruction and necessitating an emergency response, perform the following procedures.

4.8.1. Entering Arguments. Destruction of the vehicle, commanded or not.

4.8.2. Procedure. Upon receiving launch vehicle mishap indications as described above, the following actions will be accomplished:

4.8.2.1. Direct use of the primary countdown net for emergency reaction, a "Freeze in Configuration" allowing priority use of the primary countdown net, and preserving materials for later examination exactly as they were configured at the time of the mishap. Post launch safing actions and emergency actions may be performed during "Freeze in Configuration" at the discretion of the On-Scene Commander.

4.8.2.2. Coordinate emergency actions with the launch team, base emergency response agencies, and the chain of command.

4.8.2.3. Direct data/material collection and ensure all control centers comply.

5. **Titan Emergency Procedures.** Titan Emergency Procedures include: bomb threats; fire; severe weather; natural disasters; security incidents; accidents/injuries/illnesses; evacuations; and toxic hazards for SLC-4 on day of launch. The checklists are to be used by all Titan AFLCs and will be available during all Titan launch operations. 30OG/OGV is the OPR for SLC-4 Emergency Checklists. **Table 4.** shows SLC-4 emergency checklists.

Table 4. – Titan Emergency Procedures

Checklist Number	Title
3-1T	SLC-4 Bomb Threat/Found
3-2L	Security Alert
3-3L	FPCON Change
5-1T	SLC-4 Natural Disaster/Severe Weather
6-1T	SLC-4 Pad Fire/Fire Indication
6-2T	SLC-4 Administration Fire/Fire Indication
7-1T	SLC-4 Accident/Injury/Illness
18-1T	SLC-4 LOB Total Evacuation, Catastrophic Abort
19-1L	Launch Vehicle Mishap
20-1T	SLC-4 Toxic Hazard

5.1. **SLC-4 Bomb Threat/Found (Checklist 3-1T).** For a bomb threat or if notified of a bomb threat by an external agency against SLC-4 (or if a bomb/suspicious object is found or explodes at anytime) on SLC-4, perform the following procedures.

5.1.1. Entering Arguments. Receipt of a bomb threat via any method should prompt initiation of the bomb threat checklist. Anytime a bomb/suspicious object is found or explodes on SLC-4, the Bomb Threat/Found checklist is required.

5.1.2. Procedure. Upon receipt of a bomb threat as described above, the following actions will be accomplished:

5.1.2.1. If the threat is received by phone, let the caller finish without interruption. Attempt to keep the caller on the line if possible. If possible, do not hang up the line on which the call was received. This may expedite tracing efforts. Ask and record all information referring to AF Form 440, **Bomb Threat**.

5.1.2.2. CS will notify 606-3911, provide AF Form 440 information, and request a trace of the dial line the call was received on, if not previously accomplished.

5.1.2.3. Direct the complex visual warning system changed to AMBER.

5.1.2.4. Direct all non-essential personnel to evacuate SLC-4 and direct all remaining to perform a cursory search and secure of their area(s), via PA announcement. The announcement should include any appropriate safety directions and the location of the assembly area.

5.1.2.5. Determine the evacuation intentions of the launch team, including appropriate contractors.

5.1.2.6. Proceeding. If the launch team decides to proceed with the count, the following actions will be accomplished:

5.1.2.6.1. Perform a cursory search and secure of the operational center accordance with **Paragraph 2.5.**.

5.1.2.6.2. Determine mission impacts to the operation.

5.1.2.7. Evacuation. If the launch team decides to evacuate, or if a bomb/suspicious object is found or explodes at anytime, the following actions will be accomplished:

5.1.2.7.1. Direct safing of booster and satellite systems.

5.1.2.7.2. Direct the pad visual warning system to RED and activation of the pad danger siren.

5.1.2.7.3. Direct the total evacuation of SLC-4, via PA announcement. The announcement should include any appropriate safety directions, hazards to avoid if known, and the location of the assembly area.

5.1.2.7.4. Notify 606-3911, if not previously accomplished.

5.1.2.7.5. Ensure all personnel evacuate the area and proceed to the specified assembly area.

5.1.2.7.6. Account for evacuated personnel at the assembly area.

5.1.2.8. Determine mission impacts to the operation.

5.1.3. Termination. Upon arrival, the designated On-Scene Commander will assume responsibility for the search. The On-Scene Commander is the only authority for determining when the "all clear" is to be given. Accomplish the following actions after the "all clear" is given:

5.1.3.1. Determine and provide mission impact to the launch team.

5.1.3.2. Direct the complex visual/audible warning system to appropriate status.

5.1.3.3. As required, coordinate with the launch team for countdown pick-up or scrub.

5.2. **Security Alert (Checklist 3-2L).** See **Paragraph 4.2.**.

5.3. **FPCON Change (Checklist 3-2L).** See **Paragraph 4.3.**

5.4. **SLC-4 Natural Disaster/Severe Weather (Checklist 5-1T).** In the event of a natural disaster/ severe weather or if there is notification from a responsible agency (e.g. 30SW/CP, 30WS, etc.) of an impending disaster/severe weather for SLC-4, perform the following procedures. If the disaster/severe weather results in other emergency situations, proceed immediately to the appropriate checklist. If the disaster/severe weather places personnel in imminent danger, proceed immediately to total evacuation procedures. Evacuation procedures will normally take precedent over weather conditions; however, do not evacuate personnel outdoors if this places personnel in greater jeopardy (i.e. tornado, hail storm, etc.). The LWO will determine if exiting the building places personnel in greater danger due to severe weather. The SLC-4 Launch Complex Safety plan contains more information concerning natural disaster/severe weather requirements.

5.4.1. Entering Arguments. The Natural Disaster/Severe Weather checklist is used upon notification of an impending disaster or a weather watch/warning that impacts operations on SLC-4 or in the event a natural disaster has occurred.

5.4.2. Procedure. Upon determining a natural disaster/severe weather situation as described above has occurred, the following actions will be accomplished:

5.4.2.1. Natural Disaster. The launch team will be notified and may be directed to remain indoors and seek shelter, or evacuate at the discretion of the Emergency Reaction Staff (ERS). Seek shelter is defined as taking cover under a desk or table or in a door frame and to stay away from windows or any objects that can topple over.

5.4.2.2. Check for immediate hazards and injuries and direct evacuation of hazardous areas, as necessary.

5.4.2.3. Thunderstorm/Lightning/High Winds. If the severe weather situation includes thunderstorms and/or lightning, and high winds proceed in accordance with the Launch Complex Safety Plan.

5.4.2.4. Determine mission impacts to the operation.

5.4.3. Termination. For a natural disaster, the designated On-Scene Commander decides when the disaster is terminated. Cancellation of Weather Watches/Warning/Advisories will come from the Duty Forecaster or the LWO, if on console. For severe weather, the LWO can issue the "all clear." Accomplish the following actions after the "all clear" is given:

5.4.3.1. Determine and provide mission impact to the launch team.

5.4.3.2. Direct the complex visual warning system to appropriate status.

5.5. **SLC-4E/4W Fire/Fire Indication (Checklist 6-1T).** For a fire alarm or fire indication on the SLC-4E/4W pad, perform the following procedures. If a fire becomes uncontrollable or life threatening, as determined by on-site personnel, immediately evacuate the affected area. Only the Fire Department can determine if an alarm is false.

5.5.1. Entering Arguments. A fire indication is an audible or visual alarm, smoke, flames, sparks, extreme heat, notification of a fire, etc.

5.5.2. Procedure. Upon receiving a fire indication as described above, the following actions will be accomplished:

5.5.2.1. If a fire is found and is controllable, on scene personnel will attempt to control the fire, if possible. The personnel who locate a fire determine its status. A controllable fire is one where personnel safety is not in jeopardy and the fire can be put out with available fire fighting equipment (e.g. a fire extinguisher). For all determination and control actions, do not direct personnel into an area that would endanger life.

5.5.2.2. Notify 9-1-1, if not previously accomplished.

5.5.2.3. Direct the affected pad warning system changed to AMBER and activation of the hazard horn unless previously changed to RED.

5.5.2.4. Direct all non-essential evacuation of the affected launch pad via PA announcement. The announcement should include any appropriate safety directions and the location of the assembly area.

5.5.2.5. Determine if deluge system activation is appropriate.

5.5.2.6. Account for evacuated personnel.

5.5.2.7. Coordinate with the ERS and Fire Chief to determine course of action.

5.5.2.8. Determine mission impacts to the operation.

5.5.3. Termination. The On-Scene Commander, usually the responding Fire Chief, determines when the fire situation is terminated. Accomplish the following actions after the "all clear" is given:

5.5.3.1. Determine and provide mission impact to the launch team.

5.5.3.2. Direct the complex visual/audible warning system to appropriate status.

5.5.3.3. As required, coordinate with the launch team for countdown pick-up or scrub.

5.6. **SLC-4 Administration Fire/Fire Indication (Checklist 6-2T).** For a fire indication in the SLC-4 administration area, perform the following procedures. The SLC-4 administration area is defined as all areas enclosed by the SLC-4 perimeter fence other than the SLC-4E and SLC-4W launch pads and associated launch pad support buildings. This area includes, but may not be limited to the Launch Operations Building (LOB) and Technical Support Building (TSB) 1 and 2. If a fire becomes uncontrollable or life threatening, as determined by on-site personnel, immediately evacuate the affected area. Only the Fire Department can determine if an alarm is false.

5.6.1. Entering Arguments. A fire indication is an audible or visual alarm, smoke, flames, sparks, extreme heat, notification of a fire, etc.

5.6.2. Procedure. Upon receiving a fire indication as described above, the following actions will be accomplished:

5.6.2.1. If a fire is found and is controllable, on scene personnel will attempt to control the fire, if possible. The personnel who locate a fire determine its status. A controllable fire is one where personnel safety is not in jeopardy and the fire can be put out with available fire fighting

equipment (e.g. a fire extinguisher). For all determination and control actions, do not direct personnel into an area that would endanger life.

5.6.2.2. Notify 9-1-1, if not previously accomplished.

5.6.2.3. Direct the administration area warning system changed to AMBER and activation of the administration hazard horn.

5.6.2.4. LOB Fire. If the fire is in the LOB, the following actions will be accomplished:

5.6.2.4.1. Determine the evacuation intentions of the launch team, including appropriate contractors and accomplish the following actions if the launch team decides to evacuate:

5.6.2.4.1.1. Direct safing of booster and satellite systems.

5.6.2.4.1.2. Activate the fire alarm in the LOB, if not previously accomplished.

5.6.2.4.1.3. Direct the evacuation of the LOB, via PA announcement. The announcement should include any appropriate safety directions and the location of the assembly area.

5.6.2.4.1.4. Account for evacuated personnel.

5.6.2.5. Fire not in LOB or launch team not evacuating LOB. If the fire is in an administration location other than the LOB or if the launch team has decided not to evacuate for a LOB fire, the following actions will be accomplished:

5.6.2.5.1. Direct the evacuation of the affected area via PA announcement. The announcement should include any appropriate safety directions and the location of the assembly area.

5.6.2.5.2. Account for evacuated personnel.

5.6.2.6. Determine mission impacts to the operation.

5.6.3. Termination. The On-Scene Commander, usually the responding Fire Chief, determines when the fire situation is terminated. Accomplish the following actions after the "all clear" is given:

5.6.3.1. Determine and provide mission impact to the launch team.

5.6.3.2. Direct the complex visual/audible warning system to appropriate status.

5.7. **SLC-4 Accident/Injury/Illness (Checklist 7-1T).** For an accident/injury/illness on SLC-4, perform the following procedures.

5.7.1. Entering Arguments. An accident is an incident involving any personnel (government, civilian, or contractor), which results in any degree of impairment to the subject personnel. An injury or illness is an incident that requires medical attention. When notified of an accident/injury/illness, take appropriate actions to ensure any individuals are removed from further harm. Do not direct personnel to perform any actions that might further endanger human life.

5.7.2. Procedure. Upon receiving notifications of an accident/injury/illness as described above, the following actions will be accomplished:

5.7.2.1. Direct administering of first aid, if not already in progress. If no one can be found to administer first aid, the Center Supervisor will make a PA announcement to direct qualified individuals to the scene.

5.7.2.2. Notify 9-1-1, if not previously accomplished. The 9-1-1 operator will determine if a response is required.

5.7.2.3. For any accident or injury that does not require a 9-1-1 response but still requires medical attention, provide an escort for the injured party to medical care. The escort must remain with the individual until medical personnel assume responsibility.

5.7.2.4. Direct hazardous tasks associated with the accident/injury/illness safed.

5.7.2.5. Determine mission impacts to the operation.

5.8. **SLC-4/LOB Total Evacuation, Catastrophic Abort (Checklist 18-1T).** When total evacuation of SLC-4/LOB, following a catastrophic abort, is required, perform the following procedures. These actions vacate the area immediately and provide for response agency notifications from a safe location.

5.8.1. Entering Arguments. Use this checklist when total evacuation is required following a catastrophic abort. Use of this checklist may introduce personnel to a toxic hazard.

5.8.2. Procedure. Upon receiving total evacuation indications as described above, the following actions will be accomplished:

5.8.2.1. Determine the location of debris and hazards.

5.8.2.2. Request hot spill hazard zone data.

5.8.2.3. Direct the evacuation of SLC-4/LOB, via PA announcement. The announcement should include any appropriate safety directions and the location of the assembly area.

5.8.2.4. Account for evacuated personnel at the assembly area.

5.8.2.5. Determine mission impacts to the operation at the assembly area.

5.9. **Launch Vehicle Mishap (Checklist 19-1L).** See **Paragraph 4.8.**.

5.10. **SLC-4 Toxic Hazard (Checklist 20-1T).** For a toxic hazard incident taking place on SLC-4, perform the following procedures. Procedures outlined in this instruction implement critical portions of 30SW PLAN 32-4002, *SLC-4 Launch Complex Safety Plan*, 30SWI 91-106, *Toxic Hazard Assessments* and EWR 127-1.

5.10.1. Entering Arguments. Use this checklist if an unplanned toxic spill occurs during operations for unknown quantities or spills more than 1 gallon (to include unknown substances or potentially dangerous quantities of non-toxic substances) or upon notification from a reliable agency (e.g. 30SW/CP, Safety, etc.) of a pending chemical hazard on SLC-4.

5.10.2. Procedure. Upon receiving toxic hazard indications as described above, the following actions will be accomplished:

5.10.2.1. Direct the affected pad warning system changed to RED and activation of danger siren.

5.10.2.2. Direct the evacuation of the affected launch pad, via PA announcement. The PA should include any appropriate safety directions and the location of the assembly area.

5.10.2.3. Determine if deluge system activation is appropriate.

5.10.2.4. Direct the evacuation of any other affected area(s), via PA announcement. The PA should include any appropriate safety directions and the location of the assembly area.

5.10.2.5. Direct any other affected area(s) warning system changed to RED and activation of the affected area(s) danger siren.

5.10.2.6. Notify 9-1-1, if not previously accomplished.

5.10.2.7. Direct any fan houses and/or supply fans within the THZ shut down or switched to appropriate fan house(s) outside the THZ, as applicable. If the LOB is in the hazard zone, direct the LOB to 100% re-circulation.

5.10.2.8. Request Operational Hazard Zone (OHZ) information.

5.10.2.9. Ensure OHZ control procedures are accomplished thorough 30SW/CP.

5.10.2.10. Ensure pad entry control badge count is initiated and direct access to the pad for safety representatives and the Emergency Inspection Team (EIT), if applicable.

5.10.2.11. Consider PLF A/C shutdown.

5.10.2.12. If the spill is on SLC-4E, determine if SLC-4E minor or major spill air purge is appropriate.

5.10.2.13. Ensure evacuated personnel are accounted for.

5.10.2.14. Determine mission impacts to the operation.

5.10.2.15. Coordinate emergency response actions with the On-Scene Commander, ERS and EIT. If the EIT is dispatched to the suspected area, the AFLC will ensure use of appropriate Personal Protective Equipment (PPE).

5.10.3. Termination. The designated On-Scene Commander decides when the hazardous condition no longer exists. Accomplish the following actions after the "all clear" is given:

5.10.3.1. Determine and provide mission impact to the launch team.

5.10.3.2. Direct the complex visual/audible warning system to appropriate status.

5.10.3.3. As required, coordinate with the launch team for countdown pick-up or scrub.

6. Forms Adopted: AF Form 440, Bomb Threat

STEPHEN M. TANOUS, Colonel, USAF
Commander, 30th Operations Group

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

30 SWI10-111, *Park Evacuation and Sheriff Support*

30 SWI15-101, *Weather Support*

30 SWI31-101, *Installation Security Program*

30 SWI32-102, *Fire Prevention*

30 SWI36-110, *Casualty Services Program*

30 SWI91-106, *Toxic Hazard Assessment*

30 SWI91-101, *Launch Support Team Process*

30 SW Plan 31-101, *Installation Security Plan*

30 SW Plan 32-4002, *Hazardous Materials Emergency Response Plan*

OD 9900, Range Emergency Actions

Eastern and Western Range (EWR) 127-1, *Range Safety Requirements*

Launch Complex Safety Plan, *Space Launch Complex Four*

Launch Complex Safety Plan, *Space Launch Complex Three East*

Acronyms and Abbreviations

ACC—Area Control Center

ACO—Aerospace Control Officer

AFLC—Air Force Launch Controller

AFLD—Air Force Launch Director

AOCO—Aeronautical Operations Control Officer

CDO—Complex Duty Officer

CLCDR—Chief Launch Conductor

CMC—Command Management Center

CP—Command Post

CS—Center Supervisor

DRF—Disaster Response Force

EC—Entry Control

ECP—Entry Control Point

EIT—Emergency Inspection Team

ERS—Emergency Reaction Staff

EWR—Eastern/Western Range

FHA—Fuel Holding Area

FPCON—Force Protection Condition

LBS—Launch Base Support

LCDR—Launch Conductor

LOB—Launch Operations Building

LOCC—Launch Operations Control Center

LST—Launch Support Team

LWO—Launch Weather Officer

MCS—Mission Control Supervisor

MFCC—Mission Flight Control Center

MFCO—Mission Flight Control Officer

MSPSP—Missile System Pre-launch Safety Package

OCC—Operations Control Center

O&M—Operations and Maintenance

OD—Operations Director

OHZ—Operational Hazard Zone

OHA—Oxidizer Holding Area

OPR—Office of Primary Responsibility

OSC—On-Scene Commander

OSM—Operations Safety Manager

PA—Public Address

PHZ—Potential Hazard Zone

PPE—Propellant Protective Equipment

RICC—Range Instrumentation Control Center

RCC—Range Control Center

RCO—Range Control Officer

RLCC—Remote Launch Control Center

ROC—Range Operations Commander

S&A—Status and Alert (lights)

SCMDR—Spacelift Commander

SFCC—Security Forces Control Center

SLC—Space Launch Complex

SMFCO—Senior Mission Flight Control Officer

STD—Spacecraft Test Director

SV—Satellite Vehicle

SWI—Space Wing Instruction

TC—Test Conductor

TSB—Technical Support Building

TSR—Test Support Room

VIP—Very Important Person

WCC—Weather Control Center

WRCC—Western Range Control Center

Terms

Bomb Threat—Notice of a "bomb planting" within a building, area, or facility. Normally, this is called in to the target location. However, a bomb threat may be received by other means, e.g., by letter, note or it may convey information to a third party.

Building 7000 Complex—Area including buildings 7000, 7011, 7015, and 7050.

Caution—An operating or maintenance procedure, practice, condition, or statement, which, if not strictly observed, could result in damage to or destruction of equipment or loss of effectiveness or long term health hazards to personnel.

Center Supervisor (CS)—Those persons identified for each center responsible for the implementation of Emergency Procedures.

Covered Wagon—An unclassified telephonic message transmitted rapidly up the chain of command. The message informs higher headquarters that an unusual incident, probably or actually hostile and affecting priority resources, has occurred at an installation or dispersed site. The installation commander terminates Covered Wagons.

Cursory Search—A preliminary search of the center of responsibility used to provide information to responding agencies and make a determination of potential evacuation situations. The individual will not open drawers, open doors, turn on/off light switches, or touch/move any objects.

Disaster Response Force (DRF)—A generic term used to describe forces responding to base emergencies. Current base DRF groups include the Disaster Control Group, the Launch Disaster Control Group, and the On Scene Commander.

Duress—The act of coercion of an individual to accomplish activity against their will through the use of force or threat of force.

Active Duress—Sounding of an alarm by physical means to security forces members or by passing the duress word. A member under active duress is being forced to act involuntarily, by means of coercion or threat of harm by a second party.

Passive Duress—Failure to follow established entry and internal control procedures. This may include "piggy-backing" through a turnstile. "Piggy-backing" means to enter through a turnstile without entering your PIN.

Duress Words—Words usable in normal conversation to alert knowledgeable personnel that a duress situation may exists. A duress word can be passed to any individual that is knowledgeable of the duress word. A duress word letter is issued by Security Forces and consists of a primary, alternate, and exercise duress word.

Emergency Reaction Staff (ERS)—The ERS consists of, as a minimum, the AFLC (or DAFLC in the AFLC's absence), the primary booster contractor (LCDR or TC), the primary satellite contractor, the payload support contractor (if supporting), and the Operations Safety Manager (OSM) for day of launch activities. The ERS may also include the Booster Operations Controller (BOC), the Satellite Operations Controller (SOC), and the Facilities Operations Controller (FOC).

Helping Hand—An unclassified telephonic message relayed to an installation command post informing them that an unusual incident, possibly hostile and affecting priority resources, has been detected. The Helping Hand report is not generally relayed to higher headquarters, as it reflects a situation, which has not been investigated or analyzed. Security Forces will immediately respond and investigate the Helping Hand situation. The installation commander terminates Helping Hand situations. **Note:** Helping Hand termination authority has been delegated to the Chief, Security Forces, or designated representative.

Key Operational Interfaces—Customers and/or external agencies directly supporting center or launch day operations for a particular work center.

Launch Battlestaff (LBS)—30th Space Wing Launch Battlestaff supports LST.

Launch Critical Resource—A WR asset supporting a given operation.

Launch Operations—Actions conducted by USAF or contractor personnel at the launch base to command, control, and execute spacelift systems.

Launch Support Team—A team, under the direction of 30SW/SEGP, composed of trained technicians pre-positioned for nominal operations and rapid response to emergencies during missile or space launch operations.

Launch Support Team Chief—A 30SW commander representative with overall responsibility for the LST. The individual prepares and coordinates the Launch Support Plan, and provides overall LST leadership.

Mission-Essential Personnel—Military, civil service, or contractor personnel in operational positions necessary to ensure flight safety or mission accomplishment. Personnel are designated as mission-essential by the supervisor for each area or facility.

Note—An operating or maintenance procedure, condition, or statement, which must be highlighted.

Non-Mission Essential Personnel—All operations support personnel who are not critical for flight safety or mission accomplishment during operations. Center Supervisors determine who constitutes mission and non-mission essential personnel.

On-Scene Commander—Generic term for the individual in charge of response to emergency situations and their termination.

Operational Center—Any area, which has a pre-determined center supervisor, responsible for running

applicable emergency checklist. There are seven operational centers in the WRCC. These areas include the LOCC, RCC, RICC, WCC, ACC, MFCC, and CMC.

Operations Positions—Functional positions in Western Range facilities that contractor or government personnel occupy to conduct tasks in support of a launch or test operation.

Security Alert—Any situation requiring response of Security Forces to a secure area.

Suspicious Object—Use the following questions to help determine if an object is suspicious. 1) Is the object accounted for by authorized personnel? 2) Does the object have characteristics that raise doubt concerning its appropriateness in that location? 3) Is the object an unexpected delivery? Not all situations can be accounted for in this definition. The responsibility for determining a suspicious object initially resides with the person finding the object. Ultimately, the Center Supervisor responsible for the area where the object is found must use sound professional judgment when deciding to initiate a response based upon all available information.

FPCON - Force Protection Conditions (FPCON)—A Joint Staff-approved program standardizing the military services' identification of, and recommended responses to, terrorist threats against US personnel and facilities. This program facilitates interservice coordination and support for antiterrorism activities. Military services are always in one of the following five FPCONs:

FPCON NORMAL—Applies when a general threat of possible terrorist activity exists, but warrants only a routine security posture.

FPCON ALPHA—Applies when there is a general threat of possible terrorist activity against personnel and facilities, the nature and extent of which are unpredictable, and circumstances do not justify full implementation of FPCON BRAVO measures. However, it may be necessary to implement certain measures from higher FPCONs resulting from intelligence received or as a deterrent. The measures in this FPCON must be capable of being maintained indefinitely.

FPCON BRAVO—Applies when an increased and more predictable threat of terrorist activity exists. The measures in this FPCON must be capable of being maintained for weeks without causing undue hardship, affecting operational capability, or aggravating relations with local authorities.

FPCON CHARLIE—Applies when an incident occurs or intelligence is received indicating some form of terrorist action against personnel and facilities is imminent. Implementation of this FPCON for more than a short period probably creates hardship and affects the peacetime activities of the unit and its personnel.

FPCON DELTA—Implementation applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is likely.

Warning—An operating or maintenance procedure, practice, condition, or statement, which if not strictly observed, could result in injury or death of personnel.

Weather Warning—A Weather Warning is a special notice provided when a weather condition severe enough to pose a hazard to property or life is occurring or is expected to occur, and for which agencies must take protective actions.

Weather Watch—A Weather Watch is a notice issued to advise affected agencies of the potential for warning-level weather conditions before actually issuing the warning, allowing affected agencies advance notice to prepare/plan for action.

Western Range Control Center (WRCC)—The facilities within Building 7000 that contain the operational positions of Range and launch agency personnel. These areas require sensor card ("swipe card") access to enter or verification via a launch operation Entry Authorization List (EAL).